

**MINUTES OF A REGULAR MEETING OF THE MARCELINE CITY COUNCIL
March 17, 2020**

The Marceline City Council met in regular session on March 17, 2020 at 5:30 p.m. in the Council Chambers of City Hall, Mayor Sallie Buck presiding. Council members present were Jeri Holt, Liz Cupp, and Lacey Meissen. Councilman Tyson Brammer was absent. Staff attending: City Attorney William Devoy, City Manager Richard Hoon, City Clerk Lindsay Krumpelman, Street Superintendent Ed Ewigman, and Police Chief Bob Donelson. Others Present: Cathi Black, Marcous Black and Jennie Hoon.

Mayor Sallie Buck led the assembly in the Pledge of Allegiance and called the meeting to order at 5:30 pm.

Mayor Buck moved to amend the agenda to add Bill #35-2013 for Emergency Declaration under New Business. Councilwoman Meissen seconded the motion. The motion carried.

APPROVAL OF THE MINUTES, AND FINANCIAL REPORTS:

Councilman Holt moved to approve the minutes. Councilwoman Meissen seconded the motion. The motion carried unanimously. Councilman Holt moved to approve the financial reports. Councilwoman Meissen seconded the motion. The motion carried with Councilwoman Cupp voting in the negative.

REPORTS OF COUNCIL, OFFICERS, BOARDS AND COMMITTEES:

Mayor Buck reported that the Organizational Reports and Department updates will not occur, but we will have the City Clerk, City Manager, and City Council Updates.

City Clerk Update: City Clerk Krumpelman reported her conference last week was very informative and during the Missouri Ethic Commission session she learned that for all informational documents provided on the use tax ballot measure, the City is required to put “paid for by” on. She reported at this time the elections are on schedule and she will be doing a post on absentee ballots and the election and ballot issue later this week. City Clerk Krumpelman reported the City’s updated code is being sent and will be on the agenda for final adoption at the April meeting.

City Manager Update: City Manager Hoon reported his report centers around COVID-19 and will wait until that item on the agenda to provide his report.

City Council Update: Councilman / Fire Chief Holt reported the Fire Department is determining whether to hold their Easter Egg Hunt or not and will be making that decision soon. He requested Water/Wastewater Superintendent Roger Sullivan meet him at City Hall on April 7th at 10:00 am to do a phone call with him for the ISO.

Mayor Buck thanked the City Staff for their efforts to protect the City and its citizens.

BOARD APPOINTMENTS:

Historic Preservation Board: Darrell Gardner was appointed as the Planning Commission representative to serve as an Ex-Officio member on the Historic Preservation Board by the Mayor.

CITIZENS PARTICIPATION: None

UNFINISHED BUSINESS:

MDC CAP Engineering Services, Allstate Consultants, Agreement – Bill No. 35-2011: City Manager Hoon reported that the City Council selected Allstate Consultants, LLC as the engineering firm for the MDC CAP New Reservoir Improvements project on February 28, 2020. He reported the proposed contract was submitted for legal review on March 11, 2020 and it is recommended Council authorize the Mayor to execute the agreement.

Councilwoman Cupp moved Bill No. 35-2011 to authorize the Mayor to execute an agreement and associated documents between the City of Marceline, Missouri and Allstate Consultants, LLC for the purpose of providing engineering services for recreational improvements through the Community Assistance Program be read twice by title only. Councilwoman Meissen seconded the motion. A voice vote carried the motion. City Clerk Krumpelman read Bill No. 35-2011 twice by title only. Councilwoman Cupp moved Bill No. 35-2011 be approved. Councilman Holt seconded the motion. The following roll call vote carried the motion: Councilwoman Cupp – aye, Councilman Holt – aye, Councilwoman Meissen – aye, and Mayor Buck – aye. This bill is assigned Ordinance Number 35.2012.

Sale of Surplus Real Estate Bids: City Manager Hoon reported that sealed bids were solicited for the real estate with the description of:

31-57-18 Lots 23 and 24 Block 96 Original Town Marc (0.16 acres) aka 112 W Walker Street
and
31-57-18 Lots 25 and 26 Block 96 Original Town Marc (0.16 acres) aka 118 W Walker Street

that was declared as surplus at the December 17, 2019 meeting and were sold together as one buildable property. He informed the Council the City received one bid for \$1,200.00 from Timothy and Debra Nolan. He reported he informed them it would be a quit claim deed. Councilwoman Meissen moved to accept the sole bid for the stated surplus real estate property. Councilwoman Cupp seconded the motion. The following roll call vote carried the motion: Councilwoman Meissen – aye, Councilwoman Cupp – aye, Councilman Holt – aye, and Mayor Buck – aye.

NEW BUSINESS:

COVID – 19 and Bill No. 35-2013: (COVID-19 is the name of the virus that is spreading globally and has caused the President of the United States to declare a National Emergency on March 13, 2020). City Manager Hoon stated we will never know if we overreact, but we will know if we underreact. He stated at this point preparation and prevention are best practices. He stated the City has created a webpage for information and is sending out updated bulletins each morning. City Manager Hoon stated the three (3) priorities for the City at this time are:

1. Protecting employees and ensuring uninterrupted continuation of services
2. Protecting the well-being of residents, especially the elderly and those more susceptible to illnesses
3. Protecting City-owned assets, equipment, and financials.

City Manager Hoon stated he is concerned about the economic impact this pandemic will have and the City is prioritizing projects and holding off on projects that can wait. He encourages everyone to utilize local businesses. He stated the City is internally addressing public access points to city facilities including the pool, police/fire station, and city hall. Police Chief Donelson explained the steps being taken by the Police Department to limit exposure. City Manager Hoon informed the Council citizens are being encouraged to utilize the drop-box or to call-in for utility payments. He reported that if there is a confirmed case in Linn or Chariton Counties, City Hall will be closed to the public. City Manager Hoon stated he would like to suspend shut-off notices for this cycle and maybe do the same next billing cycle and/or look at late-fees if conditions stay the same or worsen. City Attorney Devoy recommended a section be added to the proposed Bill to provide powers to deviate from the code as it relates to the utility billing procedures.

City Manager Hoon stated Bill No. 35-2013 declares a State of Emergency in the City of Marceline to provide the tools needed for the worst-case scenarios and not for funding or to create martial law. He went through each action listed in the Declaration of Emergency with the Council. He informed the Council that additional chemicals for the water plant are being purchased under the Emergency Purchases exemption of the purchasing policy at the moment to ensure adequate supplies are on hand during this time to ensure the City can provide a

safe, reliable water source to our citizens and customers. The Council discussed Bill No. 35-2013. There was discussion on what other agencies in the area were doing.

Councilwoman Cupp moved Bill No. 35-2013 to authorize the Mayor declare a State of Emergency in the City of Marceline, Missouri and authorizing the City Manager in coordination with the Marceline Chief of Police, as the Emergency Management Director, to take necessary measures as provide to protect life and property within the city with the addition of the deviation of Chapter 720 provision and to be effective as of 6:30 pm, Tuesday, March 17, 2020 be read twice by title only. Councilwoman Meissen seconded the motion. A voice vote carried the motion. City Clerk Krumpelman read Bill No. 35-2013 twice by title only. Councilwoman Cupp moved Bill No. 35-2013 with the addition of the deviation of Chapter 720 provision and to be effective as of 6:30 pm, Tuesday, March 17, 2020 be approved. Councilman Holt seconded the motion. The following roll call vote carried the motion: Councilwoman Cupp – aye, Councilman Holt – aye, Councilwoman Meissen – aye, and Mayor Buck – aye. This bill is assigned Ordinance Number 35.2013.

2020 Railroad Show – Street Closure Request: Mayor Buck stated the City has received a temporary street closure request for the Annual Railroad Memorabilia and Model Train Show to be held on May 2nd and 3rd. The request is to close E Ritchie from the alley East of the Post Office to the railroad tracks from 6:00 am to 9:00 pm on May 2, 2020 and from 9:00 am to 3:00 pm on May 3, 2020. Councilwoman Meissen moved to approve the closure as stated. Councilwoman Cupp seconded the motion. The motion carried.

Marceline Wine & Art Stroll – Liquor Permit & Street Closure: Mayor Buck stated the City received the request from Downtown Marceline to approve a tasting permit and a street closure request for the Annual Wine & Art Stroll to be held on Saturday, August 29, 2020 from 5:00 pm to 9:00 pm. The street closure request is from Main Street USA from California Avenue to Gracia Street from 3:00 pm to 10:00 pm. Councilwoman Meissen moved to approve the Tasting Permit for August 29, 2020 from 5:00 pm to 9:00 pm, close Main Street USA from California Avenue to Gracia Street from 3:00 pm to 10:00 pm and for the event to be held on the City Sidewalks along Main Street USA and Main Street USA on August 29, 2020. Councilman Holt seconded the motion. The motion carried.

Mowing Bids – Bill No. 35-2012: Mayor reported we received one bid and it was from Lawn-Boyz who held the contract last year. Mayor Buck reported the bid is for \$1,680.00 per mowing for both the 2020 and 2021 seasons. Street Superintendent Ewigman stated the budget is \$22,000.00 which will cover only 12 mowings, while he estimates 18 mowings will be required, which at the bid amount will be \$30,240.00. The Council and staff discussed alternatives and how to proceed. Council provided a consensus to move forward with a two (2) year contract and to do a budget amendment during the 2020 mowing season if required.

Councilwoman Meissen moved Bill No. 35-2012 to authorize the Mayor to execute an agreement between Lawn-Boyz (Doug Finney) and the City of Marceline, Missouri for the purpose of providing mowing services at the Mount Olivet Cemetery for the 2020 and 2021 seasons be read twice by title only. Councilwoman Cupp seconded the motion. A voice vote carried the motion. City Clerk Krumpelman read Bill No. 35-2012 twice by title only. Councilwoman Meissen moved Bill No. 35-2012 be approved. Councilwoman Cupp seconded the motion. The following roll call vote carried the motion: Councilwoman Meissen – aye, Councilwoman Cupp – aye, Mayor Buck – aye, and Councilman Holt – aye. This bill is assigned Ordinance Number 35.2014.

Street Project Bids: City Manager Hoon reported there was only one sole bidder for the concrete, haydite trucking and rock and that was from Leo O’Laughlin. He reported the bids were as follows:

- Concrete: \$116.31/yd (4,000 psi/yd) and \$122.50/yd (5,000 psi/yd)
- Haydite Trucking: \$67.50 per cubic yard
- Rock: \$19.90/ton (1” clean) and \$17.40/ton (1” base)

Councilman Holt inquired how the request for bids was advertised. City Manager Hoon reported it was advertised on the City's website and the newspaper. The Council discussed the topic. Councilman Holt moved to accept the sole bids from Leo O'Laughlin for concrete, haydite trucking and rock. Councilwoman Cupp seconded the motion. The motion carried with the following roll call vote: Councilman Holt – aye, Councilwoman Cupp – aye, Councilwoman Meissen – aye, and Mayor Buck – aye.

Project Requirements – Insurance: City Manager Hoon reported they received questions concerning the City's current insurance requirements on projects and wanted to receive guidance on how to respond/proceed with bidding requirements. City Attorney Devoy stated there was an individual interested in bidding on a project and has a waiver for workers' compensation insurance and they wanted to know if the City would accept that waiver. Cathi Black provided information on what types of business would have that waiver. City Attorney Devoy stated the other item was the cap under General Public Liability and Property Damage insurance. He reported currently that number is \$2,905,644.00 and changes each year. If the City does not require that level of coverage, they could have exposure to the difference. Cathi Black stated that it will be very difficult for local bidders to get over \$2 million in coverage. There was discussion on the topic. Council provided a consensus to keep workers' compensation as a requirement and to determine the general liability coverage level on a case by case basis dependent on the type of project.

GovCard Discussion: City Clerk Krumpelman reported GovCard approached the City about their services and she and Administrative Assistant Kasey Milliron sat in on a webinar. City Clerk Krumpelman reported currently the City collects a \$2.00 fee for an individual to pay using a credit card which does not cover the costs charged to the City to offer the service. She stated in January 2020, the City collected \$276.00 in fees and paid \$837.54, for a loss of \$564.54. She reported GovCard charges the customer the fee at time of the transaction leaving instead of charging the city for each transaction. The costs for startup is roughly \$495.00 for the terminal, \$199.00 set-up fee and training and an approximate \$30.00 monthly software access fee, for a total cost of \$1,054.00 the first year which is substantially less than what the City's current expense is to offer the service. City Clerk Krumpelman reported the City will also be able to offer online bill pay and payment through in app through this service adding more payment options to our customers. She went over the fee schedule for those utilizing the service which is based on the type and amount of the transactions. The Council discussed the topic and the contract. Councilman Holt moved to proceed with the contract and to confirm all fees with the service. Mayor Buck seconded the motion. The motion carried.

Vision, Dental, Supplemental Insurance Renewal Date: City Clerk Krumpelman stated our insurance broker Jason Weydert is requesting the City change the renewal dates for the City's dental, vision and supplemental policies renewal date to match the new health insurance policy's date of June 1st. She reported this would require reduce the open enrollment periods back down to one. She reported the change would have no effect on Colonial Life plans but would trigger a revised rate at renewal 5 months earlier for vision and dental plans, which are normally nominal increases. The Council discussed the topic. Councilwoman Cupp moved to change the renewal date for dental, vision and supplemental insurance policies to June 1st. Councilwoman Meissen seconded the motion. The motion carried.

Property Donation: City Manager Hoon reported that he sent a warning letter concerning the property at 321 W Howell last year. After receiving the letter, the owner of the property, Ms. Elizabeth Murray-White, contacted him about the process to donate the property to the City. City Manager Hoon stated he did not hear from her after that, but as part of their nuisance plan sent out a formal warning to her this year. He reported that Ms. Elizabeth Murray-White sent a letter offering to donate the property. City Manager Hoon stated the City did a title search to confirm she is the sole owner of the property. He stated this property was slated for demolition due to its condition. Councilman Holt moved to accept the property at 321 W Howell from Ms. Elizabeth Murray-White. Councilwoman Meissen seconded the motion. The motion carried.

At 7:08 pm Councilwoman Cupp moved to adjourn to Executive Session pursuant to RSMo 610.021 Paragraph (1) Legal, Paragraph (3) Personnel, and Paragraph (9) Employee Groups and to include guest Police Chief Bob Donelson. Councilwoman Meissen seconded the motion. The following roll call vote carried the motion: Councilwoman Cupp – aye, Councilwoman Meissen – aye, Councilman Holt – aye, and Mayor Buck – aye.

Recorded by City Clerk Lindsay Krumpelman
Approved on May 19, 2020 by Marceline City Council.